

January 2018

Dear Candidate

**Premises manager**

Thank you very much for showing an interest in the post of **premises manager** at Friars. The role will be offered if the successful candidate can demonstrate the experience, qualifications and calibre needed for the role as defined in the attached job description.

We need a caring individual who is proactive practical, organised, reliable and honest. He or she must also be able to work as part of a committed team of colleagues and be able to build good relationships with children and adults. A clean DBS check is also essential. The successful candidate will report directly to the school business manager.

I enclose with this letter an application pack containing an application form and a Premises officer job description and person specification. Also please take the time to look at our website at [www.friarsprimaryschool.com](http://www.friarsprimaryschool.com).

The closing date is Noon Tuesday 31<sup>st</sup> January. We will be short listing during the afternoon. All successfully shortlisted candidates will be contacted that afternoon. We will also need to have written references before interview. One of your referees must be your current employer. If you are not currently employed it must be your most recent employer. We will contact your referees so please ensure their contact details are clear and up to date with accurate email addresses and phone numbers. Failure to disclose a full employment history will result in termination of any contract offered.

The selection process will be Wednesday 31<sup>st</sup> January and/or Thursday 1<sup>st</sup> February when you will have a formal interview and task to complete. You will also have an opportunity to see the school in action at this point.

I do hope that you will apply for this exciting opportunity and I look forward to receiving your application form and hopefully meeting you.

Please ensure that your application is specific to the job as then it is much easier for us to shortlist candidates.

Yours sincerely

Justin Burt  
Headteacher